

PC Software

What is FISAP for Windows?

The U.S. Department of Education (ED) uses the information that you provide in the *Fiscal Operations Report* and *Application to Participate* to determine the amount of funds you will receive for each program.

FISAP for Windows is a PC software package developed by ED. It contains the *Fiscal Operations Report* for program participation during the 2000-2001 award year (July 1, 2000 through June 30, 2001). Federal regulations state that if you spent funds in 2000-2001 or have a Federal Perkins Loan Fund, you must submit a *Fiscal Operations Report*.

The FISAP for Windows software also contains the *Application to Participate* for the 2002-2003 award year (July 1, 2002 through June 30, 2003) in the following three campus-based programs:

- Federal Perkins Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work-Study (FWS)

You receive and transmit your FISAP information to ED via the Student Aid Internet Gateway (SAIG) using your EDconn32 software.

Why Would I Use FISAP for Windows?

The FISAP for Windows software is a tool that allows you to prepare, validate, and export your FISAP data to ED via the Student Aid Internet Gateway (SAIG). In addition, the software is used to import your Prior Year Data and Edit files, as well as to request report files from ED.

Federal regulations require schools that spent funds in 2000-2001 or have a Federal Perkins Loan Fund to submit a *Fiscal Operations Report*. In addition, schools wanting to request funds for 2002-2003 must submit the *Application to Participate*.

All FISAP data must be submitted electronically using this software (unless you are using a custom or combination system).

PC Requirements

For the efficient and acceptable processing speeds, follow the minimum recommended configuration. If you are planning an equipment purchase, the following list describes the minimum required configuration:

- IBM or fully IBM-compatible PC with a Pentium 200 MHz processor or better.
- 64 MB total memory or more.
- 4.0 GB SCSI hard drive.
- 300 MB of available hard disk space (depending on the functions you use and how many records you store in your database).
- 56 K analog modem K flex or X2 technology.
- Dedicated phone line.
- 3.5"/1.44 MB high-density floppy disk drive, supporting 3.5" high-density double-sided diskettes.
- Windows 95 keyboard (for example, IBM enhanced 101 or 102 keyboard).
- Microsoft-compatible mouse.
- Laser printer capable of printing on standard paper (8 1/2" x 11").
- 32-bit operating system (Microsoft Windows 95, Microsoft Windows 98, Windows 2000, or Microsoft Windows NT 4.0).
- Monitor and video card capable of Super Video Graphics Adapter (SVGA) (800 x 600) resolution (small fonts only).
- FISAP for Windows is designed in SVGA. You may use a higher resolution than SVGA at your own discretion.

- Internet Service Provider (ISP) or other connection to the World Wide Web. A connection to the Web is necessary to access the “Info for Financial Aid Professionals” Web site (www.ifap.ed.gov). It is also necessary for submission of the SAIG Enrollment Form (recertification, reinstatement, and changes) and is required in order to download the software from the Web.

Optional Items to Consider

The following items are recommended as additional tools to assist you in managing your financial aid data:

- 12X CD-ROM drive with sound board for other future software distributions.
- Backup system (for example, a tape backup system) to store your data.
- Power supply backup or surge protectors.
- Phone line surge protector.
- Virus scan software.

Note: A backup of FISAP for Windows should be performed on a regular basis. Make sure your backup can be restored. If you are running FISAP for Windows on a local area network (LAN), refer to the FISAP for Windows Installation Guide for LAN hardware and software recommendations.

Interface with Other ED-provided Software Systems on PC

The Student Aid Internet Gateway (SAIG) communications software, EDconn32, can coexist on the same PC with FISAP for Windows. EDconn32 is a Windows software package that you use to transmit data across the network to the other processors. EDconn32 is compatible with LANs; however, care should be taken when using EDconn32 in a LAN environment because of its lack of file and record locking capabilities.

How Do I Import External FISAP Data into FISAP for Windows?

The Import External FISAP Data option allows you to import data from an external system to update your FISAP database.

Requirements

Three basic requirements for importing external FISAP data are:

- Create an ASCII file that matches the Current Year Data (export) layout with the new message class FEXT03OP.DAT. This same record layout is used to add new data or change existing data.
- You must end each data record with a carriage return or line feed; ASCII 13 followed by an ASCII 10 character. These two characters indicate the end of each record.
- You must first establish a “shell” for the file before importing the external FISAP data. Otherwise, the import will not work.

New Schools

For new schools, you establish your shell by clicking on **File, New** from within FISAP for Windows. A serial number (such as N00001) will be populated for you when the record is saved. Include this serial number in the external file.

Continuing Schools

For continuing schools, you must first import your Prior Year Data file.

Branch Campus Information

If you listed branch campus information in prior years, it will be included in the Prior Year Data Import File. Otherwise, you will have to manually enter the branch campus information.

Steps for Importing External FISAP Data

The procedures for importing external FISAP data follow. These procedures are the same for changing existing FISAP data and reporting a new FISAP file:

1. Create your file using the Current/Edit FISAP Layout found in this technical reference. See the *Fiscal Operations Report for 2000-2001* and *Application to Participate for 2002-2003* (FISAP) (OMB Number 1845-0030) for a detailed description of each field in the record layout.

Tips

- If the valid field content column of a field is described as a calculated field, use filler for this field. FISAP for Windows performs this calculation.
 - Five fields (field #s: 162, 163, 214, 215, and 255) appear once in the record layout but populate two fields upon import.
2. Import the file into FISAP for Windows. See the **Import Data** topic in the FISAP Online Help for step-by-step instructions.
 3. Resolve errors on the Import Edit Report. Re-import the data, if necessary. See the topic, **Import Data**, in the FISAP Online Help for step-by-step instructions.
 4. Run the Validate process and resolve errors and warning messages as necessary. Again, this process is the same as if you were creating the FISAP record via data entry.
 5. Export the file. See the topic, **Export Data**, in the FISAP Online Help for step-by-step instructions.

End of Entry Edits During Export

All screen/entry edits are performed during the export process.

- If all edits are not met for a record, the export of that record stops.
- If all edits are met for a record, the export process continues.

The Validation Process runs prior to each export process.

The resulting edit report can be sent to a printer, the screen, or a file. If your data encounters any export restrictive edits, those edits must be corrected before you can export. After validation, the export file is created and exported.

File Validation for External Import

The external import file is validated to ensure that all records are of the "01" record type (Current Year Record).

- If the external data import file contains more than one record, all records must be of the "01" record type.
- If all records are not of the "01" record type, reject the entire file.
- If all records are of the "01" record type, accept the entire file.
- If the file is accepted, any records that contain a serial number not currently in the FISAP database are not imported. Any records not imported are included on the Import Edit Report with the reason for not being imported.
- If an edit check fails on any field, create an Import Edit report with field position and error message. Discontinue import process and do not save any database updates. The header and trailer are not needed for an external import.

For multiple schools, the software validates all the "01" record types and verifies that the record lengths are correct.

Entry edits are performed during the export process, which eliminate the need for opening and reviewing each screen page to activate these edits.

The FISAP Process Using PC Software Products

The following is a simplified overview of the steps required to complete the electronic FISAP using FISAP for Windows and EDconn32 for transmission over the Student Aid Internet Gateway (SAIG).

You can find detailed information about the data that goes into each field in the *Instructions Booklet for Fiscal Operations Report for 2000-2001* and *Application to Participate for 2002-2003 (FISAP)* and by accessing the online help from within FISAP for Windows.

Note: New schools will not have prior year data.

Step One: Installation and Setup

Install FISAP for Windows following the directions from the Installation Guide. FISAP for Windows is installed to the EDESuite program group. Next, add security group and user information for those who will access FISAP for Windows.

To install and add a security group(s):

1. Install the software (see Installation Guide for more instructions).
2. Select **Tools, Setup, Security Groups** from the menu bar.
3. Click **Add**.
4. Type the name or the group you are defining.
5. Click the **Browse Only (Tabs?)** checkbox if you want the group's access to this tab to be read-only.
6. Click the checkboxes in the **Access** column to enable or disable the functions to which the group will have access. If a checkmark appears in the function's checkbox, the function is enabled.
7. Click **Save** to add the group to the database, then click **OK** to continue.
8. (optional) Repeat steps 3 through 7 to add more groups.
9. Click **OK** to return to the FISAP main screen.

If you mark the checkbox for Browse Only (Tabs?), the user will not be able to view or perform any functions other than Process, Validate. In order for the user to be able to view the tabs, they must be given entry access.

To add a security user(s):

1. Select **Tools, Setup, Security Users**.
2. Click **Add**.
3. Enter the **User ID, Password, and Group Name**.
4. Click **Save** to add the user to the database then click **OK** to continue.
5. (optional) Repeat steps 2 through 4 to add more users.
6. Click **OK**.
7. Click **OK** to return to the FISAP main screen.

After you have added users, you can then modify the information by selecting **Tools, Setup, Security Users**.

Step Two: Transmission Setup

You may choose to have FISAP for Windows automatically prepare your export files for transmission.

To set for automatic creation of export files:

1. Select **Tools, Setup, Security Users**.
2. Click the **Export to EDconn32** checkbox.
3. Click **OK**.

Note: EDconn32 must be installed on the same PC as the FISAP for Windows software for this process to work.

Step Three: Importing

New Schools

New schools will not have prior year data to import and will need to select **File, New** from the main menu and enter their data in Parts I & II.

Continuing Schools

Continuing schools initiate school files by importing the **Prior Year Data (FPYD03OP)**.

To import data:

1. Select **File, Import** (or click the Import button).
2. Select **Prior Year Data** from the Import type list.
3. Click the **File** button under **Import From** and select the appropriate file (FPYD03OP.*).
4. Click **Open**.
5. Click **OK**.

Step Four: Funding Level Setup

Continuing schools must check their prior year funding levels after they import their Prior Year data file (see Step Three: Importing).

To set up your funding levels:

1. Select **Tools, Setup** from the menu bar.
2. Click **Funding Levels**.
3. Click your **School's ID** if more than one school is defined on your database.
4. Click **OK**.
5. View funding levels and, if incorrect, use the **revised** column to change the information.
6. Click **Update**.
7. Click **OK**.
8. If more than one school is defined, click on **Schools** and repeat steps 3 through 7 until complete.
9. Click **Close**.

Step Five: Reallocation Form Setup

Continuing schools will need to complete section A of the Reallocation Form if they have unexpended 2000-2001 FSEOG, FWS, and/or Perkins Loan funds. If a continuing school wants to request supplemental FWS funds for Community Service Jobs for the 2001-2002 award year, they must complete section B.

To set up your reallocation form:

1. Select **Tools, Setup** from the menu bar.
2. Click **Reallocation Form**.
3. If more than one school exists in your database, click your **School's ID** and click **OK**. Otherwise, your school opens automatically.
4. Enter the **unexpended fund amounts** in Section A or the amount of **supplemental FWS funds requested** in Section B.

Note: If you did not spend at least 5% of your 2000-2001 FWS funds for students employed as reading tutors of children or employed in family literacy activities, you will be unable to request supplemental 2001-2002 FWS funds for your school.

5. Click **Update**.
6. Click **OK**.
7. If more than one school is defined, click on **Schools** and repeat steps 3 through 6 until complete.
8. Click **Close**.

Step Six: Updating

Once the first file has been imported, you can enter FISAP data. The steps for updating data in the FISAP file are the same each time an edit file is imported. The software allows the submission of the electronic FISAP as many times as needed.

FISAP allows you to prepare multiple FISAPs (for multiple campuses). If multiple school files are set up, the software prompts for the file it needs when functions such as **Open, Print, Export, etc.**, are selected.

To update your FISAP data:

1. Select **File, Open** (or click the Open File button).
2. Choose the desired school (only if multiple school files are set up).
3. Select the section of the FISAP to be completed by clicking on the appropriate tab at the bottom of the screen, such as **Application**.
4. Enter data or data changes on each page. To switch between pages click the large, boldface number buttons at the top of the screen below the menu bar.
5. Upon completion of each section, select **File, Save** or click the **Save** button and then click **OK** and respond to edits by changing data or providing answers.
6. Click **OK**.

Step Seven: Validation Process

Before exporting the file, run the validation process with the record closed.

To run the validation process:

1. Select **Process** from the menu bar.
2. Click on **Validate**.

The Validate process allows you to run the edits against your current FISAP data. This process can be run at any time, with the record closed, by selecting **Validate** from the Process menu.

If you have more than one school in your database, select the school you want to validate and then click **OK**.

This process also runs automatically before an export file is created.

Step Eight: Exporting

Export and transmit your FISAP data, Edits, and Reallocation data via EDconn32.

To export FISAP data:

1. Select **File, Export** (or click the Export button).
2. Select the **Export Type**.
3. Verify that the correct file name appears in the **Export To:** field.
4. Select **OK**.
5. Click the checkbox to certify compliance with ED programs indicated in the agreement dialog box.
6. If more than one school exists in your database, click your **School's ID** and click **OK**. Otherwise, your school opens automatically.
7. If export edits appear that require correcting before the export process can continue, open the FISAP record and make the corrections. Then perform steps 1 through 7 again.
8. Open EDconn32 and transmit the data.

Step Nine: Newly Combined Certification and Signature Pages

New for 2002-2003! The signature page and certification forms are now combined.

You **must** print this form for your FISAP data.

To print the newly combined certification and signature pages from an open FISAP form:

1. Select the **Identification** tab from the open FISAP form.
2. Select **File, Print** (or click the Printer button).
3. **FISAP Form** is displayed in the **Report** field for you.
4. Select **Printer** as the output destination.
5. Click **OK**.

To print FISAP materials from a closed FISAP form:

1. Select **File, Print** (or click the Printer button).
2. Select **FISAP Form** from the **Report** field.
3. Click on the items you want to print (for example, Identification (this option gives you the newly combined certification and signature pages), Application, Perkins, FSEOG, FWS, Program Summary, and Additional Information).
4. Select **Printer** as the output destination.
5. Click **OK**.

To print the Lobbying Form:

1. Select **File, Print** (or click the Printer button).
2. Select **Lobbying Form** from the **Report** field.
3. Select **Printer** as the output destination.
4. Click **OK**.

Step Ten: Mail

Mail completed **certification** and **signature pages** with all required original signatures to:

Electronic FISAP Administrator
8300 Colesville Road
Suite 600
Silver Spring, MD 20910-3289

Step Eleven: Corrections

Edits returned **must** be resolved and retransmitted.

To make corrections:

1. Import the FISAP **Edit Report** file (FIDT03OP.*).
2. Make necessary corrections on each tab.
3. Save the file.
4. Run **Process, Validate** to make sure all edits are resolved.
5. Export the Current/Edit FISAP Data file (FCUR03IN.*).
6. Transmit.

FISAP for Windows Checklist

Continuing Schools

- **Setup**
 - **Security Groups:** Define specific security groups and task levels under **Tools, Setup, Security Groups**.
 - **Security Users:** Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconn32** checkbox to have files automatically sent to EDconn32 for transmission.
- **Import Prior Year Data File (FPYD03OP.*)**
 - Import your Prior Year Data File (FPYD03OP).
 - You must review your funding levels under **Tools, Setup, Funding Levels** and adjust if necessary.
 - Reallocation Form: Complete sections A and B as appropriate for your school under **Tools, Setup, Reallocation Form**.
 - Print the FISAP form, if you want, to review and distribute (if more than one office is working on the FISAP).
- **Update**
 - Choose **File, Open** and select your school.
 - Enter the required information on each tab applicable to your school.
 - Correct or explain any edits met in the provided dialog box.
 - Click **File, Save** (or click the Save button).
 - Print the form for your records.
- **Export the Reallocation Form (FREL03IN.*)**
 - Complete section A if you had unexpended 2000-2001 FSEOG, FWS, or Federal Perkins Loan funds.

- Complete section B if you want to request supplemental FWS funds for the 2001-2002 award year.
- Select **File, Export** from the main menu.
- Select **Reallocation data** as the export type.
- Transmit your Reallocation form data via **EDconn32** by August 24, 2001.

Note: If you return funds, you need to adjust your funding levels.

- **Export the FISAP Data File (FCUR03IN.*)**
 - Make sure all necessary information has been entered.
 - Select **File, Export** from the main menu.
 - Select **Current/Edit FISAP Data** as the export type.
 - Transmit your FISAP data via **EDconn32** by October 1, 2001.
- **Print**
 - Print, sign, and mail your newly combined certification and signature pages to the correct address by October 1, 2001.
- **Import FISAP EDIT File (FIDT03OP.*)**
 - Select **File, Import** from the main menu.
 - Select **Edit Report Files** as the import type.
 - Resolve all edits returned to you and retransmit. Follow this procedure for each stage of edits.
- **Export the Current/Edit FISAP Data file (FCUR03IN.*)**
 - Make sure all necessary information has been entered.
 - Select **File, Export** from the main menu.
 - Select **Edit data** as the export type.
 - Transmit your FISAP data via **EDconn32** by December 15, 2001.
 - You are not required to resubmit the signature page with the edit file.

New Schools

- **Setup**
 - **Security Groups:** Define specific security groups and task levels under **Tools, Setup, Security Groups**.
 - **Security Users:** Add user IDs within the Security Groups for those who will need access to the FISAP data under **Tools, Setup, Security Users**. Click the **Export to EDconn32** checkbox to have files automatically sent to EDconn32 for transmission when exporting.
- **Update**
 - Choose **File, New** and enter your school's name and address.
 - Click **File, Save** (or click the Save button).
 - Complete Parts I and II, and any additional information that may be necessary on the Additional Information tab.
 - Print the form for your records.
- **Export the Current/Edit FISAP Data File (FCUR03IN.*)**
 - Make sure all necessary information has been entered.
 - Select **File, Export** from the main menu. Choose the **Current/Edit FISAP Data File**.
 - Transmit your FISAP data via **EDconn32**.
- **Print**
 - Print, sign, and mail your newly combined certification and signature pages to the correct address.

- **Import FISAP EDIT File (FIDT03OP.*)**
 - Select **File, Import** from the main menu.
 - Select **Edit Report Files** as the import type.
 - Resolve all edits returned to you and retransmit. Follow this procedure for each stage of edits.
- **Export the Edit File (FCUR03IN.*)**
 - Make sure all necessary information has been entered.
 - Select **File, Export** from the main menu.
 - Select **Edit data** as the export type.
 - Transmit your FISAP data via **EDconn32**.
 - You are not required to resubmit the signature page with the edit file.